You've Got This! – Becoming More Comfortable on Zoom

Intended for Those Using Computers and iPads/Tablets

TOPICS TO BE COVERED:

IMPORTANT AREAS OF THE ZOOM SCREEN FOR CONTROLS

- Lower tool bar on the of the bottom of the full Zoom screen
- Upper right corner of full Zoom screen
- Upper right corner of the Zoom screen of yourself and participants (Look for ●●●) (Computer users only)
- Using X to close windows

CAMERA, MICROPHONE, AND SCREEN NAME

- How to turn your camera on and off
- How to turn your microphone on and off (to mute and unmute)
- When muted, how to use your spacebar to temporarily unmute (COMPUTER ONLY)
- How to edit your screen name ("Rename" yourself)

HELPFUL TIPS

- Using REACT – How to raise/lower hand, use Reactions and Effect, vote, notify speaker
- How to view the Zoom screen in different ways gallery view, different speaker views
- Pinning and Un-Pinning – What that means, when to use it, & how to do it

CHAT

- How to access Chat
- How to post something on Chat with ALL participants in the Zoom meeting
- How to edit or delete what you have put in the Chat
- How to have a side conversation with a specific person via Chat
- How to save a Chat conversation from a Zoom meeting if allowed by host

SUPPLEMENTAL INFORMATION – If there is time and interest

- Closed Captioning
- Video or Audio Troubleshooting: What if you have enabled your video and you still cannot be seen by others online? OR What if you have unmuted your microphone and you still cannot be heard by others online?
- What to do if you are on supposed to be in a breakout room with other people and find that you are alone
- How to change your background (blur and other options)